

B36600

STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2769

EXAMINATION REPORT
OF
ST. JOSEPH TOWNSHIP
ALLEN COUNTY, INDIANA
January 1, 2008 to December 31, 2009



FILED
04/29/2010

TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Officials	2
Independent Accountant's Report.....	3
Financial Information:	
Schedules of Receipts, Disbursements, and Cash and Investment Balances	4
Notes to Financial Information	5-6
Supplementary Information:	
Schedule of Capital Assets.....	7
Exit Conference.....	8

OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Richard Uhrick	01-01-07 to 12-31-10
Chairman of the Township Board	Erica Taylor	01-01-08 to 12-31-08
	Barry Kunkle	01-01-09 to 12-31-09
	Tom Harris	01-01-10 to 12-31-10



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2769

Telephone: (317) 232-2513
Fax: (317) 232-4711
Web Site: www.in.gov/sboa

INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF ST. JOSEPH TOWNSHIP, ALLEN COUNTY, INDIANA

We have examined the financial information presented herein of St. Joseph Township (Township), for the period of January 1, 2008 to December 31, 2009. The Township's management is responsible for the financial information presented herein. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the financial information presented herein and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the financial information referred to above presents fairly, in all material respects, the financial information of the Township for the years ended December 31, 2008 and 2009, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

The Schedule of Capital Assets as listed in the Table of Contents, is presented for additional analysis and is not a required part of the basic financial information. It has not been subjected to the examination procedures applied to the basic financial information and, accordingly, we express no opinion on it.

STATE BOARD OF ACCOUNTS

April 20, 2010

ST. JOSEPH TOWNSHIP, ALLEN COUNTY
SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES
ALL GOVERNMENTAL AND FIDUCIARY FUND TYPES
As Of And For The Years Ended December 31, 2008 And 2009

	Cash and Investments 01-01-08	Receipts	Disbursements	Cash and Investments 12-31-08
Governmental Funds:				
Township	\$ 182,583	\$ 163,026	\$ 159,214	\$ 186,395
Township Assistance	671,419	421,489	378,202	714,706
Firefighting	1,005,947	55,802	279,814	781,935
Emergency Medical Service	175,929	46,599	40,784	181,744
Park and Recreation	27,229	47,539	50,000	24,768
Levy Excess	-	881	881	-
Rainy Day	109,998	3,052	-	113,050
Capital Improvement - General	31,469	91	-	31,560
Cumulative Fire	1,086,745	49,365	21,480	1,114,630
Safety Grant	7,436	2,325	3,399	6,362
Fiduciary Funds:				
Payroll Withholdings	-	60,831	60,831	-
Reimbursement	-	298	298	-
Hall Deposit	1,350	3,000	3,300	1,050
Totals	\$ 3,300,105	\$ 854,298	\$ 998,203	\$ 3,156,200
	Cash and Investments 01-01-09	Receipts	Disbursements	Cash and Investments 12-31-09
Governmental Funds:				
Township	\$ 186,395	\$ 115,439	\$ 141,073	\$ 160,761
Township Assistance	714,706	424,894	441,313	698,287
Firefighting	781,935	233,790	313,741	701,984
Emergency Medical Service	181,744	37,784	59,387	160,141
Park and Recreation	24,768	47,139	24,075	47,832
Levy Excess	-	9,724	9,724	-
Rainy Day	113,050	5,548	-	118,598
Capital Improvement - General	31,560	47	-	31,607
Cumulative Fire	1,114,630	35,173	99,056	1,050,747
Safety Grant	6,362	1,418	1,389	6,391
Fiduciary Funds:				
Payroll Withholdings	-	62,898	62,898	-
Reimbursement	-	1,518	1,518	-
Hall Deposit	1,050	2,700	2,100	1,650
Totals	\$ 3,156,200	\$ 978,072	\$ 1,156,274	\$ 2,977,998

The accompanying notes are an integral part of the financial information.

ST. JOSEPH TOWNSHIP, ALLEN COUNTY
NOTES TO FINANCIAL INFORMATION

Note 1. Introduction

The Township was established under the laws of the State of Indiana. The Township provides the following services: public safety, health and social services, culture and recreation, and general administrative services.

Note 2. Fund Accounting

The Township uses funds to report on its cash and investments and the results of its operations on a cash basis. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental functions or activities.

Note 3. Budgets

The operating budget is initially prepared and approved at the local level. In addition, funds for which property taxes are levied are subject to final approval by the Indiana Department of Local Government Finance.

Note 4. Property Taxes

Property taxes levied are collected by the County Treasurer and are distributed to the Township in June and December. State statute (IC 6-1.1-17-16) requires the Indiana Department of Local Government Finance to establish property tax rates and levies by February 15. These rates were based upon the preceding year's March 1 (lien date) assessed valuations adjusted for various tax credits. Taxable property is assessed at 100% of the true tax value (determined in accordance with rules and regulations adopted by the Indiana Department of Local Government Finance). Taxes may be paid in two equal installments which become delinquent if not paid by May 10 and November 10, respectively. All property taxes collected by the County Treasurer and available for distribution were distributed to the Township on or prior to December 31 of the year collected.

Note 5. Deposits and Investments

Deposits, made in accordance with Indiana Code 5-13, with financial institutions in the State of Indiana at year end were entirely insured by the Federal Depository Insurance Corporation or by the Indiana Public Deposit Insurance Fund. This includes any deposit accounts issued or offered by a qualifying financial institution.

ST. JOSEPH TOWNSHIP, ALLEN COUNTY
NOTES TO FINANCIAL INFORMATION
(Continued)

State statute (IC 5-13-9) authorizes the Township to invest in securities including, but not limited to, federal government securities, repurchase agreements, and certain money market mutual funds. Certain other statutory restrictions apply to all investments made by local governmental units.

Note 6. Pension Plan

Public Employees' Retirement Fund

Plan Description

The Township contributes to the Indiana Public Employees' Retirement Fund (PERF), a defined benefit pension plan. PERF is an agent multiple-employer public employee retirement system, which provides retirement benefits to plan members and beneficiaries. All full-time employees are eligible to participate in this defined benefit plan. State statutes (IC 5-10.2 and 5-10.3) govern, through the PERF Board, most requirements of the system, and give the Township authority to contribute to the plan. The PERF retirement benefit consists of the pension provided by employer contributions plus an annuity provided by the member's annuity savings account. The annuity savings account consists of members' contributions, set by state statute at 3% of compensation, plus the interest credited to the member's account. The employer may elect to make the contributions on behalf of the member.

PERF administers the plan and issues a publicly available financial report that includes financial statements and required supplementary information for the plan as a whole and for its participants. That report may be obtained by contacting:

Public Employees' Retirement Fund
Harrison Building, Room 800
143 West Market Street
Indianapolis, IN 46204
Ph. (317) 233-4162

Funding Policy and Annual Pension Cost

The contribution requirements of the plan members for PERF are established by the Board of Trustees of PERF.

ST. JOSEPH TOWNSHIP, ALLEN COUNTY
 SUPPLEMENTARY INFORMATION
 SCHEDULE OF CAPITAL ASSETS
 For The Year Ended December 31, 2009

Capital assets are reported at actual or estimated historical cost based on appraisals or deflated current replacement cost. Contributed or donated assets are reported at estimated fair value at the time received.

<u>Primary Government</u>	<u>Ending Balance</u>
Governmental activities:	
Capital assets, not being depreciated:	
Land	\$ 56,449
Buildings	1,095,457
Improvements other than buildings	261,223
Machinery and equipment	<u>2,587,252</u>
Total governmental activities, capital assets not being depreciated	<u>\$ 4,000,381</u>

ST. JOSEPH TOWNSHIP, ALLEN COUNTY
EXIT CONFERENCE

The contents of this report were discussed on April 20, 2010, with Richard Uhrick, Trustee; and Jean Uhrick, Clerk. Our examination disclosed no material items that warrant comment at this time.